

# Creditor Registration Form

Required information in **BOLD**

**Owner or Corporation Name:** \_\_\_\_\_

**DBA Name, if any:** \_\_\_\_\_

**Compliance Person:** \_\_\_\_\_

**Email for Compliance Person:** \_\_\_\_\_

**Street Address:\*** \_\_\_\_\_

Mailing Address (if different from physical address): \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone Number (with area code):** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Federal Employee Identification Number or Social Security Number:** \_\_\_\_\_

State License #, if any (such as P#, RBI#, TACL#): \_\_\_\_\_

**Date Began Selling on Credit in TX or Buying TX Receivables:** \_\_\_\_\_

\* When registering multiple locations, attach a list with addresses, phone numbers and contact names for all locations

Send check payable to  
**OCCC and completed  
registration form to:**  
Office of Consumer Credit  
Commissioner  
PO Box 12366  
Austin TX 78711-2366

## **Amount of Registration Fees**

Consumer Goods & Services, Chapter 345: Number of locations \_\_\_\_\_ x \$10 = \$ \_\_\_\_\_

Manufactured Housing, Chapter 347: Number of locations \_\_\_\_\_ x \$15 = \$ \_\_\_\_\_

Late filing fee amount (Line C from calculation box), if applicable = \$ \_\_\_\_\_

Check # \_\_\_\_\_ **Total Due = \$** \_\_\_\_\_

### **Late Filing Fee Calculation**

A retail creditor that fails to register with the OCCC as soon as it begins to offer financing is liable for a late filing fee of \$250 per location plus a variable amount that allows the business to get caught up by paying the renewal fee for each year the business has provided financing without being registered. **This amount is due only once, upon initial registration.** The total amount due for late filing can be calculated by filling in lines A, B, and C.

**A.** Multiply # of locations \_\_\_\_\_ x yearly renewal fee (\$10 or \$15) \$ \_\_\_\_\_ x # of years not registered \_\_\_\_\_ = \$ \_\_\_\_\_

**B.** Multiply \$250 late filing fee x # of locations \_\_\_\_\_ = \$ \_\_\_\_\_

**C.** Total amount due for late filing: Lines A + B = \$ \_\_\_\_\_

## **Registration Regulations**

Following is a list of the laws and administrative rules pertaining to creditor registration. All of these are available online in the Texas Credit Laws link in the Legal/Statutes and Rules section of [www.occc.texas.gov](http://www.occc.texas.gov).

### **General Definitions of Terms (Texas Finance Code, Chapter 345)**

- **Chapter 345, Section 002. Goods.** §345.002 defines goods as they pertain to the registration requirement.
- **Chapter 345, Section 003. Services.** §345.003 defines services as they pertain to the registration requirement.
- **Chapter 345, Section 351. Registration of Holder.** §345.351 contains the registration requirement.
- For important operational information, the remainder of Chapter 345 may be useful.

### **Manufactured Housing (Texas Finance Code, Chapter 347)**

- **Chapter 347, Section 002. Definitions.** §347.002 defines key terms of the manufactured housing industry.
- **Chapter 347, Section 451. Registration of Certain Creditors.** §347.451 requires the registration of manufactured home dealers offering financing.
- For important operational information, the remainder of Chapter 347 may be useful.

### **Penalties for Failure to Register or Renew on Time (Texas Finance Code, Chapter 349)**

- **Chapter 349, Section 301. Payment of Fees.** §349.301 states that a company can limit its liability by paying a late filing fee and paying all registration fees that should have been paid for prior years.
- **Chapter 349, Section 302. Late Filing Fee for Registering or Renewal of Registration.** §349.302 stipulates that a \$250 late filing fee must be paid.

### **Administrative Rules Applicable to Registration (Texas Administrative Code, Chapter 1)**

- **Chapter 1, Section 901. Consumer Notifications.** §1.901 indicates that contracts or agreements made under Chapters 345 or 347 of the Texas Finance Code must include a particular consumer notification. The wording of the notification is set forth in the rule itself, and is provided in this brochure's Frequently Asked Questions section.
- **Chapter 1, Section 902. Consumer Notifications.** §1.902 provides for the annual renewal fees and requires decal display.
- For additional important information, see the remainder of Chapter 1, Subchapter P, Registration Of Retail Creditors.